



U.S. Department
of Transportation
**Federal Highway
Administration
Federal Transit
Administration**

Memorandum

Subject: ACTION: FHWA-FTA Planning Collaboration Initiative

Date: FEB 25 2003

From: Terry J. Rosapep, Director
FTA Office of Planning Operations
Gloria M. Shepherd, Director
FHWA Office of Planning

Reply to
Attn. of: HEPP-1/TPL-10

To: FTA and FHWA Planning Staff

This communication is to follow up with you on a recent memorandum from Administrator Mary Peters (FHWA) and Administrator Jennifer Dorn (FTA) to Division and Regional Administrators, describing the creation of the FHWA-FTA Planning Collaboration Initiative. The goal of the Planning Collaboration Initiative is to improve the collective effectiveness of the planning and review processes of FHWA and FTA and to enhance our joint stewardship through more efficient, effective, and coordinated use of staff resources. Administrator Peters and Administrator Dorn have asked the team responsible for the Planning Collaboration Initiative to facilitate the development of a National Memorandum of Understanding (MOU) to establish guiding principles for increased coordination and efficiency between the two Administrations.

We are pleased to announce the kick-off of the first phase of the Planning Collaboration Initiative in which the team, with your help and input, will develop the National MOU. The first step will be to hold 10 to 15 conference calls, in which participants will be asked to offer opinions and suggestions on ways to improve coordination between FHWA and FTA. These calls are a forum to solicit your input, hear your experiences, and learn more about day-to-day coordination from you who are most closely involved with carrying out the Metropolitan and Statewide Planning Program. Our goal is to obtain participation from all 52 Division and 10 Regional offices.

Following each call, notes from the discussion will be posted on a website that is dedicated expressly for the Planning Collaboration Initiative. Those summaries and all other data collected by the Planning Collaboration Team will then be used to draft the MOU, which will be posted on the website for comment in May. We urge you to visit and bookmark the Planning Collaboration Initiative website: pci.volpe.dot.gov. Through the website, you will be able to sign up to participate in the calls, review notes and other documents, review the comments of others, and contribute your comments to the process. The website includes contact information for all of

the Planning Collaboration Team members. You are encouraged to reach out to them with your thoughts and ideas on improving the collaboration between FHWA and FTA.

To log on to the Planning Collaboration Initiative website, please enter the following user name and password (case sensitive):

USERNAME: Planning
PASSWORD: Collaboration

Participation on each call is limited to 20 communication lines, so we recommend visiting the website as soon as possible to sign up. Many of the calls cover specific discussion topics, and we hope that interested individuals will be able to participate in the call of their choice.

We look forward to your active participation in this important endeavor. If you have any questions please contact members of the Field/HQ Team:

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